

YOUR ANSWER MUST BE RECEIVED BY THE 15TH DAY AFTER THE DATE OF SERVICE TO AVOID THE ASSESSMENT OF ANY ADDITIONAL MONETARY PENALTIES REQUIRED BY LAW. YOU HAVE THE RIGHT TO REQUEST A HEARING. YOU MAY ANSWER EACH INFRACTION IN ONE OF THE FOLLOWING WAYS:

TO ADMIT THE INFRACTION(S) AND PAY THE FINE(S):

On this Notice and within 15 days of the date of service:

- **CHECK** the “**ADMIT**” box under the infraction(s) listed on the reverse side of this Notice and sign your name on the **SIGNATURE** line(s).
- Make a personal check, cashier’s check, or money order payable to the **D.C. TREASURER** (no cash accepted by mail) for the total amount of fines and penalties due (see reverse) for the infraction(s) you are admitting. Note that there will be a \$30.00 fee for all returned checks. Write the **NOTICE NUMBER** (upper right corner of reverse side of this Notice) on the front of your check or money order. Make a photocopy of this Notice for your records.
- Complete all information requested below in **SECTION A** and **SECTION B** and complete and sign the declaration in **SECTION B**.
- After completing all required information, enclose full payment with this Notice in an envelope with required postage and mail to:

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., 4th Floor (Suite 4150), Washington, DC 20002-4210 (202) 442-9091

Alternatively, you may submit this Notice in person with payment and required information at the above address weekdays, 9:00 A.M. - 5:00 P.M.

TO ADMIT THE INFRACTION(S) WITH EXPLANATION AND REQUEST A HEARING BY MAIL:

On this Notice and within 15 days of the date of service:

- **CHECK** the “**ADMIT WITH EXPLANATION**” box under each infraction(s) listed on the reverse side of this Notice and sign your name on the **SIGNATURE** line(s).
- Complete all the information requested below in **SECTION A** and **SECTION B** below and sign the declaration in **SECTION B**.
- Although a plea of Admit with Explanation is an admission of liability, you may prepare and submit any written explanation, affidavits, or other evidence explaining the circumstances surrounding the infraction that you believe justify a reduction of the fine. An Administrative Law Judge will review the evidence in your case and issue a ruling in writing. Failure to submit sufficient relevant evidence of mitigating circumstances may result in a failure to obtain any reduction or suspension of the fine. Write the **NOTICE NUMBER** on the front of any document submitted. Make a photocopy of this Notice for your records.
- After providing all required information, enclose this Notice together with any explanation, affidavits, or other evidence you wish to submit in an envelope with required postage and mail to following address:

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., 4th Floor (Suite 4150), Washington, DC 20002-4210 (202) 442-9091

Alternatively, you may submit this Notice in person with the required information at the above address weekdays, 9:00 A.M. - 5:00 P.M.

TO DENY THE INFRACTION(S) AND REQUEST TO APPEAR IN PERSON FOR A HEARING:

On this Notice and within 15 days of the date of service:

- **CHECK** the “**DENY**” box under the infraction (s) listed on the reverse side of this Notice and sign your name on the **SIGNATURE** line(s).
- **Your hearing date and time are pre-scheduled and appear on the reverse side of this Notice.** If you fail to appear at this date and time after you request a hearing in person, the hearing may proceed to a final decision in your absence. Bring all evidence with you to the hearing. Make a photocopy of this Notice for your records. You will be notified by mail if your hearing date and time are changed.
- Provide all the information requested below in **SECTION A**. You do not need to fill-in and sign below in **SECTION B** unless you have also **Admitted** or **Admitted with Explanation** one of the charged infractions.
- After providing all required information, enclose this Notice in an envelope with required postage and mail to following address:

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., 4th Floor (Suite 4150), Washington, DC 20002-4210 (202) 442-9091

Alternatively, you may submit this Notice in person with the required information at the above address weekdays, 9:00 A.M. - 5:00 P.M.

TO BE COMPLETED BY ALL RESPONDENTS:

Name (print) _____ Telephone: _____ Fax: _____
Street Address _____ City _____ State _____ Zip _____

TO BE COMPLETED BY ALL RESPONDENTS ADMITTING OR ADMITTING WITH EXPLANATION:

I hereby declare under penalty of perjury that I have received this Notice, answered each infraction as indicated on the reverse side, and ☐ **CORRECTED** or ☐ **NOT CORRECTED** (check only one) all the infraction(s) listed on this Notice that were **ADMITTED** or **ADMITTED WITH EXPLANATION**.

Signature _____ Date _____

WARNING: SUBMISSION OF A FALSE STATEMENT IS A CRIME PUNISHABLE UNDER D.C. OFFICIAL CODE § 22-2504.